



State of Tennessee Department of Children's Services New/Revised Policies and Updates

TO: All Department of Children's Services Employees
FROM: Mary Hubbert, Policy Development Coordinator
Planning and Policy Development
DATE: September 21, 2007

Below is a listing of new/revised policies and policy related updates. **As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy. Some policy numbers or titles may have changed depending on integration with other policies, deletion of policies, etc.** Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

If there are questions or if other information needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

	Pol. #	Policy/Other Item	Pol. Chpt	Effective/ Revision Date	**Forms Associated with Policies and Procedures	Summary of Policy Revisions/Other Information
1.	5.1	Professional Development Calendar and Database	5	10/01/07	None	Policy revision: Supersedes DCS policy 5.1, 12/01/01; Requires major policy review
2.	5.2	Professional Development and Training Requirements	5	10/01/07	CS-0000, Professional Development Waiver – form in development; will be available shortly	Policy revision: Supersedes DCS policies 5.2, 11/01/03; 5.9, 07/01/98 Requires major policy review
3.	5.3	Annual Needs Assessment and Professional Development Plan	5	10/01/07	None	Policy revision: Supersedes DCS policy 5.3, 01/01/02; Requires major policy review

***Major Policy Review:** Policy revisions are substantial; (i.e., revisions are in multiple sections of the policy that may impact current practice or process)

9/22/2007 Page 1 of 3

****Minor Policy Review:** Policy revisions are minor; (i.e., revisions consist of minor editing or "word-smithing" and does not impact current practice or process).

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4.	15.11	Adoption Assistance	15	09/15/07	CS-0460 Intent to Adopt/Adoption Assistance Application CS-0674 Special or Extraordinary Rate Request CS-0513 Adoption Assistance Agreement CS-0459 Adoption Assistance Renewal Affidavit CS-0686 Notice of Denial, Termination, or Change in Adoption Assistance CS-0403 Appeal for Fair Hearing CS-0493 Standard Claim Form Substitute W-9	Policy correction : Section C re-integrated into policy; Attorney fee correction; Requires major policy review
5.	16.31	Permanency Planning for Children/Youth in the Department of Children's Services Custody	16	10/01/07	CS-0746 Meeting Notification CS-0577 Permanency Plan CS-0745 Criteria & Procedures For Termination Of Parental Rights CS- 0681 Request for Goal of Planned Permanent Living Arrangement CS-0747 Child and Family Team meeting Summary	Policy Revision: Supersedes DCS policies 16.31BA, 04/01/05; 16.41, 05/01/03; Requires major policy review

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6.	16.32	Foster Care Review and Quarterly Progress Reports	16	10/01/07	CS-0430 Quarterly Progress Report On Child In State Custody CS-0510 Foster Care Review Summary CS- 0746 Meeting Notification	Policy Revision: Supersedes DCS policy 16.32, 05/01/01; Requires major policy review
7.	16.33	Permanency Hearings	16	10/01/07	CS-0746- Meeting Notification CS-0577 Permanency Plan (when applicable) CS-0430 Quarterly Progress Report on Child in State Custody (when applicable)	Policy Revision: Supersedes DCS policy 16.33, 12/01/03; Requires major policy review
8.	30.5	Use, Maintenance and Responsibilities of Operating State Vehicles	30	08/01/07	None	Policy revision: Supersedes 30.5, 12/01/06; Minor revision to section E, 4, b to remove “or DCS Budget division”. Requires minor policy review.
9.	31.7	Building, Preparing and Maintaining Child and Family Teams	31	10/01/07	CS-0746 - Meeting Notification CS-0747– Child and Family Team Meeting Summary CS-0577 – Permanency Plan (If Applicable)	Policy revision: Supersedes DCS 31.7BA, 04/01/05; Requires major policy review

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9/22/2007 Page 3 of 3

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